

DEPARTMENT OF CHILDREN AND FAMILIES  
JOB OPPORTUNITY  
Information Technology Analyst 3

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** **Candidates on the current exam list and lateral transfers**

**Location:** Hartford, CT **Job Posting No:** TH43208CO

**Hours:** 40 Hours per week **Salary:** FD-30 (\$87,324.00 - \$112,185.00 (Annually))

**Closing Date:** September 2, 2014

The Department of Children and Families is currently recruiting for an Information Technology Analyst 3 within the Information Systems Division.

**Eligibility:** **Candidates must have passed the Information Technology Analyst 3 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification at the time of appointment to this position. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for a lateral transfer.**

**Examples of Duties: overall role and responsibilities** - Plan, organize, manage and successfully complete complex projects; Plan migrations, conversions, imaging, applications development, and 3rd party software implementations; Provide organizational leadership, staff management, and effectively manage diverse project teams; Collaborate and cooperate with all disciplines and vendor staff to coordinate and accomplish project objectives; Manage multiple concurrent projects; Develop technical and user documentation, including training materials; Develop policy, procedures, and process improvement recommendations; Provide Support for 3rd party software solutions. **Coordinate and support of the tasks involving the SharePoint development.** Administration and maintenance of development SharePoint server. SharePoint Site Collection administration, design and development including Site Branding. Assign and maintain Active Directory and SharePoint permissions for all Sites, Lists, and Libraries. Work with business users to develop SharePoint solutions including simple to complex workflows, forms, sites, lists, and libraries. **Coordinate, Plan and Support the PVCS LINK Project and the TFS .Net Projects Architecture** - Responsible for making changes to the LINK application's PVCS project structure and the TFS .NET project structure, including code branching, merging and so on. Ensures that code management procedures are followed and works with IS Management to enforce standards. **Coordinate, Plan and Supports the LINK Application and .Net Projects Releases** - Builds the LINK Application and the .Net applications Release Candidate in accordance with the release plan. Creates deployment Release Packages. Works with Operations to properly stage Release Candidates. **Where Appropriate, Improves the LINK/PVCS and the .Net/TFS Configuration Management Process** - Explore new ways and technologies to improve the build process. Recommends new build features to improve the build process. **Provide PVCS and TFS user support and training to the development team** - Assist new team members in understanding the PVCS project and the TFS structure. Assist new team members in understanding the source code management practice. **Staff Supervision and Other Duties.** Provides proper supervision over assigned staff if assigned. Supports changes to the LINK Application and the .Net applications Security. Support data correction and update for LINK.

**General Experience:** Seven (7) years of experience in information technology (IT) operations, programming, systems/software development or another IT related field.

**Special Experience:** One (1) year of the General Experience must have been at the full professional working level with responsibility for performing a full range of complex technical support functions in one of the following areas:

1). Knowledge of Statewide Automated Child Welfare Information System (SACWIS). 2). Experience with SharePoint with SQL Server integrated environment. 3). Experience with MS SQL Reporting Services, MS Visual Studio, MS SQL 2008/2012, Team Foundation Server, PVCS, PowerBuilder programming, SOAP XML, Javascript, HTML, CSS, WebParts, SharePoint Designer, SharePoint Workflow, JQuery, and DOCAVE. 4). Knowledge of SharePoint Central Administration, STSADM/PowerShell SharePoint command line parameters, and SharePoint Web services APIs. 5). Familiar with design of SharePoint Farm environment, and ODBC connections. 6). Excellent communication skills, and work well in team oriented environment. 7). Proficiency in Microsoft SharePoint and SharePoint Designer. 8). Experience with the software configuration management in PVCS and TFS.

**Preferred Experience:** 1). Experience with PowerBuilder development environment, Mainframe COBOL, MicroFocus COBOL, Visual Basic, .ASP, and Object Oriented Programming. 2). Experience with the role of Configuration Coordinator by managing and maintaining PVCS source control project architecture, including the use of PVCS command line, working knowledge of PowerGen utility to automate the building process of PowerBuilder applications, coordinate, support and manage application builds, releases and deployments in conjunction with the release plan. 3). Working knowledge of RoboHelp, Captivate, Arcana Scheduler, State of CT Portal Management Tool, and InstallShield software. 4). Familiar with the deployment of .Net applications and IIS configuration.

**Substitution Allowed:** 1). College training in management information systems, computer science or information technology related area may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience to a maximum of four (4) years for a Bachelor's degree. 2). A Master's degree in management information systems, computer science or electrical engineering may be substituted for one (1) additional year of the General Experience.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, three (3) SUPERVISORY references (current state employees please provide last two Service Ratings in lieu of references) and an Application for Employment (CT-HR12) to the address below. Application material can be faxed to 860-550-6433. Please reference Job Posting # **TH43208CO**.

DEPARTMENT OF CHILDREN AND FAMILIES  
505 HUDSON STREET, HUMAN RESOURCES, 8<sup>TH</sup> FLOOR, HARTFORD, CT 06106  
Attention: Taneisha Hancel

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.